

Virginia Wireless E-911 Services Board

Project Management Monthly Activity Report

Vendor: MAST International
 Region/Locality: Southside
 Period: May, 2003

Activity Report					
Task	Locality	% Complete	Total Hours	Hours this period	Comments
Active Tasks					
(10)Update status and contact information	Amelia			0.75	Contacted Sgt. Almarode
(10)E-mail Dee Morgan/Suncom	Amelia			0.5	Processing Amelia request
(14)Verify Triton/Suncom testing plan	Amelia			0.5	Tom Hicks/Verizon & Sgt. Almarode
(8)Contact Kelly Davis/Intrado ref tower routing	Brunswick			0.25	Cell tower #251
(8)Prepare WSP tower maps for David Clary	Brunswick			2	Information requested sent
(9)Coordinate/attend mtg on CPE installation	Brunswick			5.25	Walt Meir/L. Weddington/Tom Griffith
(10)On-site for tasking updates/status	Brunswick			0.5	Shirley Brodnax
(10)ESN/Survey info completed	Brunswick			1.5	Lisa B./T-mobile ref ESN/Alltel survey info
(10)Review of call data increase	Brunswick			0.75	Increased to 80% for April
(10)Correspondence to Linda Keyon/Alltel	Brunswick			0.5	Sent requested info for PSAP
(11)Respond to correspondence from PSAP	Brunswick			0.5	Filing/e-mails/phone calls
(13)Verizon Vesta Training notes for PSAP	Brunswick			0.5	
(10)Status updates and quick reference	Charlotte			0.75	
(14)Testing issues w/ USCC	Charlotte			1.75	Coordinate w/WSP/TCS and PSAP
Phase II (7)Schedule Mtg. Ref Phase II	Charlotte			0.25	Mtg. W/Lisa Meyers 06/05
(3)Drafted and filed Extension letters for PSAP	Cumberland			0.75	Extension requests to WSPs/WSB
(5)Reviewed mutual aid agreement	Cumberland			0.5	Agreement w/Powhatan County
(8)Mapped Sprint tower locations #270 & 272	Cumberland			1.25	E-mailed changes to Paula Ellison
(9)T/C Paula Ellison ref CPE installation delays	Cumberland			0.75	ETI 3rd Wk of June/delay in getting furniture
(10)Status update on CPE RFP	Dinwiddie			1	RFP extension to 06/16
Phase II CAD/mapping demo	Dinwiddie			0.5	Interact scheduled 06/10 900 Hrs.
(3)Letter/follow-up USCC request for service	Farmville			0.5	Contacted J. Mellenthin/USCC
(7)Mtg. W/Sgt Wood/Jerry Spates PSAP	Farmville			3.5	CPE/CAD interfaces for new system
(8)Review cell tower info from USCC	Farmville			0.5	Info added to maps
(8)Sprint tower routing to Cumberland	Farmville			0.5	Discussed possibility of sector being routed to Cumberland
(10)Schedule and coordinate CAD vendor demos	Farmville			7.25	Southern Software/OSSI/New World
(10)Sprint planning ref router issues	Farmville			0.75	Faxed info to Gilbert Wood/plan of action
(10)Status of construction and update PSAP books	Halifax			1.5	Reviewed project status w/Allen Bober
(8)Mapped Sprint tower location #251	Lunenburg			2	Corrected information from Sprint
(8)T/C Kelly Davis/Intrado ref routing issue	Lunenburg			0.25	Call routing info
(8)Contacted Sheriff Adams ref Tower 251	Lunenburg			0.25	Tower routed to Mecklenburg
(10)Updated PSAP binder info.	Lunenburg			0.25	
(8)Mapped Sprint tower locations/verification sheets	Mecklenburg			2	Linda Cage completed verification sheets for Sprint
(8)Contacted all stakeholders with boundary info	Mecklenburg			2.25	E.Cebu/Intrado, Kelly Davis/Intrado, PSAP ref Sprint tower info revisions
(9)Work through and resolve CPE installation issues	Mecklenburg			2	PjRhyne,T. Griffith, W. Meier/Verizon, Linda Cage
(9)Conference call w/Verizon	Mecklenburg			1	Ref. Interface issues
(9)Reviewed installation/cutover of CPE	Mecklenburg			1.75	PSAP,W.Meier/Verizon testing resumed
(10)Conference call w/Intrado & Paul Fleshhood/Ver	Mecklenburg			0.75	Ref. Implementation for Sprint wireless
(10)Sprint kick off sheet and conference	Mecklenburg			1.75	PSAP, Kelly Davis/Intrado, PJ Rhyne/Verizon

(10)On-site/conference call	Mecklenburg			1	Linda Cage, Sprint
(11)Respond to correspondence from PSAP	Mecklenburg			0.75	CPE delays
(13)On-site user trng Vesta CPE	Mecklenburg			2	Training on new CPE for personnel
(14) On-site for CPE cutover/testing	Mecklenburg			4	Rescheduled due to interface issues/problems
(9)Obtain CPE upgrade costs	Nottoway			0.5	Kelly Curd/Sprint
(10)Review CPE upgrade costs/issues	Nottoway			1.25	Ronnie Roark Cty. Adm/Emmy Isbell Sprint
(3)Draft new letters to WSPs	Region			5.5	Ref. Rescinding, delays and new implementation dates
(8)Review CMRS reports and updated PSAP info	Region			6.75	Updated info to adjust tasking
(8)Cell routing Triton PCS/Dee Morgan	Region			0.5	Changes/corrections to routings
(8)Reviewed Triton/Intrado/Sprint/TCS call routings	Region			1.5	Information requested sent
(9)Agenda for Alltel/Suncom/Sprint/Verizon	Region			1.5	Tasking/routing changes/updates
(10)Triton/Alltel/Sprint status calls	Region			1.5	
(10)Status calls to PSAPs	Region			5.25	Current status Phase I implementation/delays/problems
(10)Update Quick Reference Sheets for PSAPs	Region			6.25	Info supplied to PSAPs
(10)Correspondence w/WSPs/LECs	Region			5	Tasking/training/updates/coordination
(10)Status calls Sprint/Intrado	Region			2.5	
(10)Review CMRS reports after corrections	Region			1.75	Adjusted info for PSAPs tasking/corrections for mtg.
(10)E-mail to Suncom/T-mobile/Intrado/TCS	Region			2.75	Status follow-ups ref implementation tasking
(10)E-mails Dee Morgan/Triton PCS	Region			1.5	Request updates and information
(10)T/Cs/E-mails Ashton Cole/Intrado	Region			3	Regional status/follow-up information
(10)Status call Dee Morgan	Region			2.5	E-mails to PSAPs and Follow-up to Triton PCS
(10)Draft new plan of Action tasking	Region			5.5	Address delays/changes/file in PSAP binders
(10)Draft new updated implementation schedule	Region			5.75	Based on new info from LECs/WSPs/PSAPs
(10)T/Cs /e-mails Linda Kenyon/Alltel	Region			3.5	Ref. Status of reference plans/PSPAs/Third Parties
(10)Update draft of PSAP Agenda issues	Region			1.75	Presented at regional mtg.
(10)Conference call w/Sprint PCS/Intrado	Region			1.5	Ref. Region/Suncom update
(10)Conference call Ned Awad/Sprint	Region			0.75	Gretchen Stollar/Intrado
(10)E-mail to Ashton Cole/TCS	Region			1.75	Remaining Phase I issues and request details on follow-ups
(11)Correspondence and updates for PSAPs	Region			6.5	Changes/corrections to implementation issues/tasking
(11)Monthly newsletter preparation/mailling	Region			5	May issue
(11)Prepare monthly agenda for regional mtg.	Region			1.25	Sent to PSAPs
(11)Regional mtg.	Region			2	5 PSAPs present
(11)E-mailed requests for extensions to WSB	Region			1.5	Drafted requests and e-mailed to Steve Marzolf
(12)VENA/APCO Trainingconference	Region			4	Passed info along to PSAPs
(12)Monthly DIT report	Region			12.25	
(12)Prepare issues for mtg. W/Steve Marzolf	Region			0.75	Drafted agenda of issues
(12)Mtg w/Steve Marzolf on PSAP/WSP issues	Region			1.5	Reviewed project status
(13)Mtg. Mel Sheridan to review Training Manual	Region			1.5	Additions to be added to manual
(13)Make corrections to manual	Region			5.25	Review and add to manual
(15)True-up documentation /verification	Region			8.25	Obtain from PSAPs for folders
Phase II					
(1)Draft tasking guidelines for Phase II	Region			3	
(1)Draft critical factors for mapping for PSAPs	Region			2.5	To be reviewed w/PSAPs 06/03
(3)Request letters for PHASE II drafted	Region			2.75	To be reviewed w/PSAPs 06/03
(6)Review Phase II Task 6 requirements	Region			0.5	Routing solutions
			0	186	
Completed Tasks					

			0	0	

Issues of Importance		
Issue	Actions Proposed to Resolve Issue	Comments